

## ROUTING AND TRANSMITTAL SLIP

Date

4 APR 1979

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EO</i> DDA	<i>5 APR 1979</i>	<i>[Signature]</i>
2. <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block;"></div>	<i>5 APR 1979</i>	<i>[Signature]</i>
3. <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block;"></div>		
4. <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block;"></div>		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

A copy of the Memorandum for the Record for the 27 March 1979 Comptroller Meeting is attached for your information.

We plan a follow-up Comptroller Meeting on 19 April at 1500 for a travel review as discussed in paragraph 6.

cc: Director of Finance  
Director of Personnel

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block;"></div> James H. Taylor, Comptroller	Phone No.

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DD/A Registry

COMPT 79-0462

79-1195

3 APR 1979

DD/A REGISTRY

FILE: *Meetings*

## MEMORANDUM FOR THE RECORD

SUBJECT: Comptroller Meeting - 27 March 1979 (U)

1. The Comptroller met with the deputy directors on 27 March 1979 to review resource management matters. Present were: Leslie C. Dirks, Deputy Director for Science and Technology; John N. McMahon, Deputy Director for Operations; Don I. Wortman, Deputy Director for Administration; [ ] representing the National Foreign Assessment Center; Edward L. Sherman, Director of Finance; Harry E. Fitzwater, Jr., Director of Personnel; [ ] Deputy Director of Personnel; [ ] Administrative Officer, DCI Area; James H. Taylor, Comptroller; [ ] Deputy Comptroller; and Personnel and Comptroller staff members. (C)

2. [ ] opened the meeting with an overview of the personnel and financial items to be discussed. He highlighted specific areas of concern such as travel funds. He noted the overall unfunded requirements of some \$25 million competing for the projected available funds of [ ] (C)

3. [ ] discussed the status of funds received from foreign governments and other Government agencies. Obligations for these activities are on schedule. (C)

4. The Reserve for Contingencies balance is at an all-time low. With the OMB approval of the release for payments to CIA operatives being released from Cuban prisons (approved by OMB on 29 March 1979), the Reserve balance is [ ] Potential releases, such as termination payments for local employees in [ ] would further reduce this balance. (S)

5. Agency funds are obligated or committed at 42.7 percent, and this rate is generally on schedule. Projected savings of personal services funds were identified to meet other unfunded costs. (C)

6. The [ ] million ceiling on FY 1979 travel was discussed. A reallocation of travel ceiling was proposed to provide for planned DCI travel and stay within the overall ceiling imposed by Congress. The deputies expressed concern over the impact of the proposed ceiling and requested a follow-up Comptroller meeting to review travel requirements and alternatives. (C)

7. [ ] reviewed the personnel strength projections. The 24 March on-duty strength of [ ] is only two over the year-end ceiling. Based on current projections of losses and hiring, the year-end strength is expected to be between [ ] (63 above ceiling). [ ] noted that projections next month would be more valid. It was agreed to defer any realignment of directorate ceiling until we examine the personnel status next month. (S)

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8. Revised groundrules for submitting unfunded requirements were explained. Since the current financial guidance letters permit the directorates to reprogram non-personal services funds of \$100,000 or less, unfunded requirements submitted for Comptroller meeting consideration must exceed \$100,000 for the Operations, Science and Technology, and Administration Directorates. Since the DCI Area and NFAC have smaller budgets, their unfunded requirements exceeding \$50,000 will be considered. The hard, high priority, and other ranking classifications will not be used for future unfunded requests. The responsible deputy directors will submit a priority listing (in rank order) of unfunded requirements. (C)

9. Funding was approved for:

DCI - travel  
 DDO -   
 DDO - NE living quarters  
 NFAC - video equipment  
 DDS&T -   
 DDS&T - OTS contract overrun  
 DDA - guard services  
 DDA - cable dissemination system  
 DDA - field test equipment  
 DDA - secure lines for ODE  
 DDA - computer terminals for DDO

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Funding for these was provided from unallotted funds of \$670,000, projected salary savings of \$1,867,000, and projected non-personal services savings of \$283,000 in the DCI Area and \$463,000 in the Operations Directorate. A mini-computer for a sensitive Operations Directorate application was approved subject to the DDO internal reprogramming of \$150,000 in non-personal services funds. (S)

10.  outlined the revised milestone dates for completion of the 1981 CIA Program. (U)

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Chief/Budget Management Group

Attachments:  
 Vu-graphs

cc: DDCI  
 DDA  
 DD/NFAC  
 DDO  
 DDS&T  
 AO/DCI  
 D/Fin  
 D/Pers

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AGENDA

ADVANCES FROM OTHER AGENCIES

RESERVE FOR CONTINGENCIES

STATUS OF FY 1979 OPERATING BUDGET

FENCED ITEMS:

TRAVEL

TRAINING

STATE REIMBURSEMENTS

PERSONNEL STAFFING - PROJECTIONS TO YEAR-END

AVAILABILITIES/UNFUNDED

1981 PROGRAM SCHEDULE

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CHANGES IN TRAVEL LIMIT

ADDITIONS

USE OF ADMIN TRAVEL LIMITATION

REVISED ACCOUNTING FOR

REDUCTIONS

TO COVER DCI NEED

(DO - \$150,000, S&T - \$65,000, & DA - \$165,000)

FOLLOW-UP

YOU MUST WATCH

COMPTROLLER REVIEW LATER AND TAX IF NEEDED

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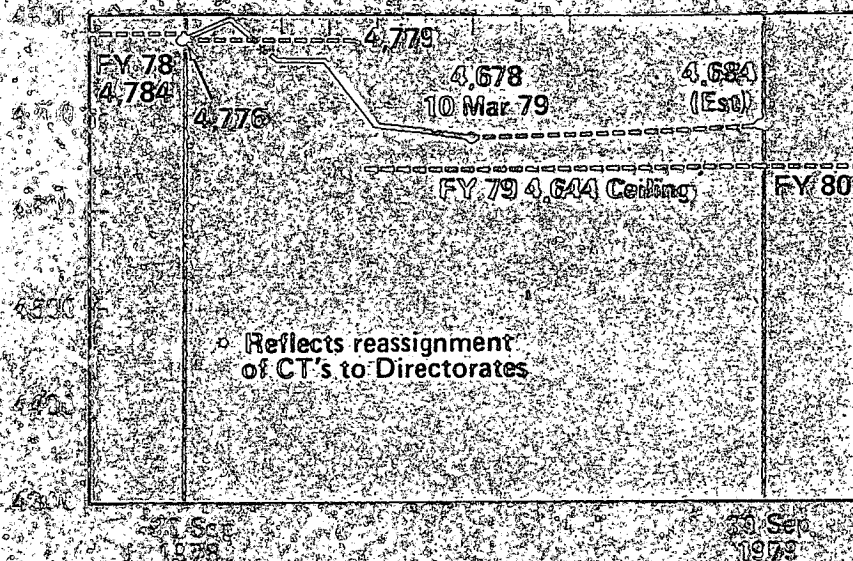
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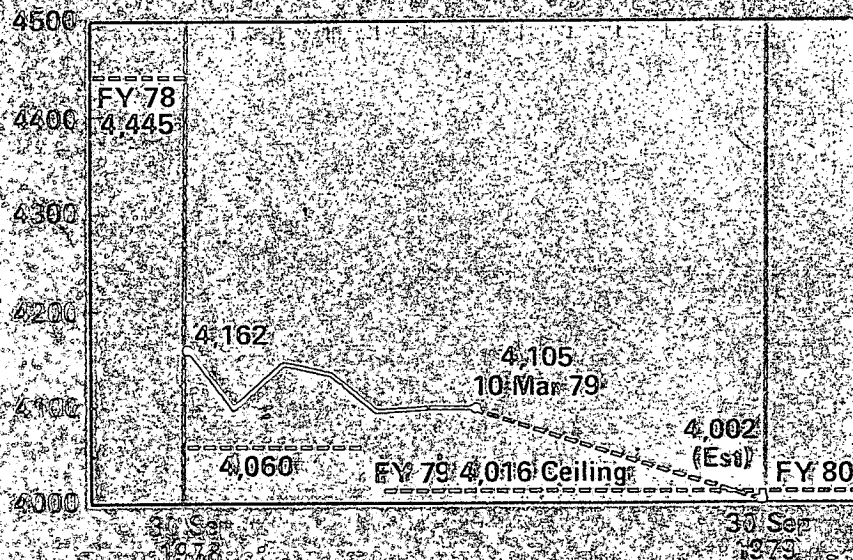
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# Personnel

## Directorate of Administration



## Directorate of Operations



1905-79

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NEAC

VIDEO CENTER EQUIPMENT

JASON STUDY

DDS&T - HARD

\$ 305 \$ 335  
30

ODE - IMPROVED SECURE PHONE SERVICE (3QR) 175  
- IDEX (4QR) 800

OSO - TRAVEL (4QR) 310  
OTS - TRAVEL (3QR) 280  
ODE - TRAVEL (3QR) 120

- OTHER \$7,743  
OTS - EQUIPMENT \$4,335  
ORD - SUPPORT TO IR EXPERIMENTS 200  
- MICROENCAPSULATED SW MATERIALS 150  
- LO RADIATION SECURITY 150  
OTS - R&D 2,908

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RECOMMENDATION  
(\$ IN THOUSANDS)

NET AVAILABILITIES \$3,416

FUNDING THIS MONTH:

DCI	- TRAVEL	\$283	
DDO	- SE - <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span>	186	
	- NE LIVING QUARTERS	279	
NFAC	- VIDEO CENTER EQUIPMENT	305	
<div style="border: 1px solid black; height: 1.2em; margin-top: 5px;"></div>			
	- CK-50 CODER KEYS OVERRUN	150	
DDA	- GUARD SERVICES	370	
	- CABLE DISSEMINATION SYSTEM	750	
	- FIELD TEST EQUIPMENT	200	<u>2,858</u>
	HOLD BALANCE		<u>\$ 558</u>

OPTIONS

- \* REQUEST RESERVE RELEASE FOR  RELATED COSTS
- \* FUND MORE FROM PERSONAL SERVICE SAVINGS NOW WITH PAY BACK LATER IF WE HAVE TO ABSORB \$10 MILLION OR MORE OF THE PAY ACT

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1981 PROGRAM REVIEW

* 26 MARCH	DIRECTORATE PROGRAM SUBMISSIONS TO COMPTROLLER - PHASE I
* 9-16 APRIL	PROGRAM MEETINGS WITH DD'S
* 7 MAY	1981 PROGRAM BOOKS DISTRIBUTED TO DDCI AND DD'S
* 9-10 MAY	DDCI AND DD PROGRAM REVIEW
* 14 MAY	DDCI PROGRAM DECISIONS TO DIRECTORATES
* 23 MAY	DIRECTORATE PROGRAM SUBMISSIONS - PHASE II
* 7 JUNE	DDCI/DD FINAL REVIEW OF PROGRAM
* 11 JUNE	PROGRAM TO RMS FOR INCLUSION IN NFIP AND DCI REVIEW

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